

Brickyard News

Louisiana Property Assistance Agency

Special points of interest:

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Auction Information

The next two auctions will be on May 13, 2006 and June 10, 2006. Remember you can view the items at the auction site three days prior to the auction date. For a copy of the auction brochure and buyers guide, please view our website the week of the auction.

La Property Assistance Agency

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1059 Brickyard Lane

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(225) 342-6849 Main

(225) 342-6853 Compliance

(225) 342-6855 Fleet

- www.doa.louisiana.gov/lpaa

Reviewing Certifications

According to the LAC 34:VII.313.A, each property manager shall conduct a complete physical inventory of the property owned by the agency each fiscal year and not more than 12 calendar months since the last physical inventory. When an agency's certification of annual property inventory is received, it is forwarded to their designated Compliance Officer for review. Indication is made to insure the property manager has correctly completed the certification and all necessary documents have been included. Here are a list of things the Compliance Officer must review:

- The agency sent a Notification of Inventory prior to beginning their certification.
- The submission date is prior to the received date.
- It is signed by the property manager and a witness.
- The last page of the certification printout, with signature, is attached.
- The agency has certified to original acquisition cost.
- If applicable, an unlocated report is attached to the certification packet
- Any unlocated items have been made unlocated in Protégé.
- If items previously unlocated were found during inventory, a change request has been completed to make them active again.
- If there are third year discrepancies, a transfer for 3rd year discrepancy has been created and is attached to the certification packet.
- The certification was received within/on the due date and within fiscal requirements.
- The agency has/doesn't have late additions.
- The agency's vehicles have each months fuel/mileage entered.
- The agency has adequate maintenance being performed on vehicles.



Please remember to send a copy of your certification of annual property inventory to the Legislative Auditors Office at P O Box 94397, Baton Rouge, LA 70804. If you have questions about submitting your annual inventory certification, contact your Compliance Officer.

Personal Assignment/Home Storage

The fiscal year 2006 will soon draw to a close, and all personal assignments and home storage will expire on June 30, 2006. According to the LAC 34.X1.103.2.d & e, all MV-2s (Request for Personal Assignment or Home Storage) are due to LPAA by May 1, 2006 for the fiscal year 2007. If your agency needs to order MV-2 forms, they can be purchased from Forms Management by calling 225.219.9570 or faxing your request to 225.219.9573.

Another quick and easy way to update personal assignments and home storage is to print the **Vehicle Assignment Report**, and send it with a short memo requesting to update the approved assignments for 2007. This method will only work if all of the following are true:

- The assignments are listed as APPROVED on the report.
- There has been no change to the driver or vehicle information.
- Fleet manager and agency head must sign off on the report and write the specified date for which the assignment/storage will take place (July 1, 2006—June 30, 2007).

Please contact Bobby Hill at bobby.hill@la.gov with any questions on this process.

Help Us Help You

As we always say, we are La Property ASSISTANCE Agency and we are here to assist you with your property and fleet management. Here are a few things that your agency can do, which will allow us to help you more.



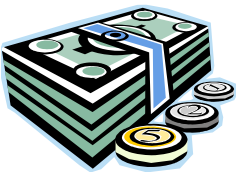
- When you create a surplus transfer for pick-up, be sure that the property is ready to be picked-up. This means each item is clearly labeled with the transfer number and the items are located in an easily accessible area. Doing so will allow our drivers to quickly verify the items on the transfer and pick them up. Keep in mind that according to the LAC 34:VII.501.G, it is a requirement to have the transfer number on the items and have the items located in an easily accessible area. When a transfer is created for delivery, you must also have each item clearly labeled with the transfer number.

- When sending in your annual inventory certification, be sure you have all of the information requested. At the bottom left corner of the Certification of Annual Property Inventory Form, there is a list of attachments that should be included. Double check to be sure they are included before submitting your inventory. This helps us process your inventory certification in a timely manner.

- When auditors are in your office it never fails, you are missing paperwork that you should have on file. Instead of calling LPAA in a panic and getting us to fax over copies of the paperwork ASAP, check your files and make sure everything is in order for a scheduled or surprise audit. LPAA keeps copies of five years of correspondence. If your agency is missing a copy of their property or fleet manager designation forms, certification letters, notification of inventory, etc... call us ahead of time. This will allow you to have your paperwork on hand when needed, and you will not have to wait for us to dig through old files to find the information you request.



- If you try to log onto Protégé and your password is disabled...what do you do? Most people click the "Support" button and send a support request requesting their password to be changed. Some people send an email to Rebecca requesting a new password. Few people call and request their password to be changed. However, a lot of people are doing all three. If you chose to send a support request, email Rebecca, and call LPAA, then your password will be changed three different times. Please only use one form of notification that you need a new password. This will avoid confusion and we can get you back into Protégé as quickly as possible. We also receive many requests and complaints about how the passwords expire every 30 days. This is a mandate of the OIT Policy #6 and can not be changed.



- Protégé allows agencies to enter a fund allocation for each asset. This fund allocation lets LPAA know which assets are reimbursable once sold. If your agency does not specify the fund allocation for the asset then it will default to 100% state general funds. Even assets with a split funding (i.e. 50% Federal, 50% Other) can be entered into Protégé. It is the responsibility of the agency to see the funding is entered correctly before the asset is surplus. This allows for timely and correct reimbursements. For more information on how to enter fund allocation, see the Protégé Users Guide.

- Has this happened to you? Your agency has a scheduled pick-up for Wednesday, but Monday you create another transfer for pick-up for items you missed. No problem. The second transfer could possibly be added to your Wednesday pick-up. All you need to do is contact Jack Bowden at Jackson.bowden@la.gov and ask him if the new transfer can be added to your pick-up.

- Always read your Brickyard News (BYN). Many times when people call with questions, it has already been covered in an earlier edition of the Brickyard News. This helpful news letter is emailed to every contact listed in Protégé, but may be helpful to others who do not have access to Protégé. Feel free to forward to anyone in your department. The BYN is generated directly from the Compliance Department and deals with questions we receive on a regular basis. This helpful news letter is rarely more than four pages long, and is worth reading. If you would like to see something covered in detail in the BYN, email Rebecca with your request. We are here to assist you with any questions.



Acquisition Methods

When adding an asset to Protégé you have a list of acquisition methods to choose from. These methods come from the LAC 34:VII.307 on items of property to be inventoried. Keep in mind that any items of moveable property having an original acquisition cost of \$1,000 or more and all weapons must be tagged.

Agency Manufactured
Agency Transfer
Birth
Donation
Federal Surplus
Loan
Original Purchase
Seizure

- **Agency Manufactured**—If your agency manufactures moveable property for use within the agency and the estimated cost based on cost of labor and materials is \$1,000 or over, then these items must be tagged with **Agency Manufactured** as the acquisition method.
- **Agency Transfer**— If your agency receives an item from another agency that was under \$1,000 which was not tagged, but you put on your inventory. For example, computers can be purchased for under \$1,000, but for tracking purposes some agencies tag all computer equipment. The agency that transferred you the item may not have tagged it, but your agency does. In such cases, you can use **Agency Transfer** as the acquisition method.
- **Birth**— Livestock! Only livestock can have the acquisition method of **Birth**.
- **Donation**—Donations, or gifts, must be given a fair market value as agreed upon between the donor and the head of the receiving agency. The acquisition method **Donation** should be used if the fair market value is \$1,000 or more.
- **Federal Surplus**— If agencies purchase items from Federal Surplus and pay \$1,000 or more for the item, then it must be tagged and have an acquisition method of **Federal Surplus**. Keep in mind that this goes by the original acquisition cost to the state. If the Federal Government paid \$15,000 for the item and the State of Louisiana paid \$900, then the item does not have to be tagged.
- **Loan**— Any item that has been loaned to your agency and will be returned, must have the acquisition method of **Loan**.
- **Original Purchase**— The majority of your assets will be **original purchases**. These are assets that the state purchases for the first time and are \$1,000 or over.
- **Seizure**— This method is used by agencies who have the authority to seize property. The **Seizure** acquisition method is used most commonly by State Police and Wildlife and Fisheries.

If you have any questions as to the acquisition method of an asset, contact your Compliance Officer.

Important Reminders



- Chad Beard is no longer at our agency. Numerous persons are still emailing him requesting Protégé assistance or password help. In the last Brickyard News we notified everyone of his departure and the changes that would be made. Please send all assistance questions and password help to Rebecca, by email at Rebecca.kleinpeter@la.gov.
- The end of the fiscal year is drawing close. Be sure to run your yearly reports and balance each quarter.
- If your agency has not sent in an updated location index, please do so before the end of the fiscal year.
- Patti Wilson is LPAA's CLK coordinator. She can be contacted at 225.342.6890 or by email at patti.wilson@la.gov.
- Coming next fiscal year we will be requesting every agency to send in a copy of their current or updated internal procedures. Please begin to review them and contact our office if you have any questions.
- A change request on an asset status should only be completed when an asset is **UNLOCATED** or **INACTIVE**. The change request can only be done to make the asset back **ACTIVE**. Please do not do a change request to unlocate your property. To report missing assets, type in the current year in the "Unlocated Year" field and click Save.

Hurricanes Katrina and Rita

Did your agency suffer a loss from hurricanes Katrina or Rita? If so, it is imperative that you start the disposition process immediately for property that was destroyed by the hurricanes. This process includes creating Scrap transfers for all water damaged items. In the remarks section, make a notation which hurricane affected the assets, the physical location of the assets, and an Office of Risk Management claim number (if applicable).



Happy Mother's Day
May 14, 2006



Memorial Day
May 29, 2006



Happy Father's Day
June 18, 2006

